Establishing Ballot Styles, Combined Precincts, and Counting Boards in the Election Geography Module

The Election Geography module is used to define Ballot Styles, Combined Precincts, Counting Boards and Polling Locations in QVF for a given election. Use the instructions outlined below to open Election Geography for a given election.

Action	Result
From the QVF menu select **Elections** and then **Elections**.	The Election screen opens up.
Select a **Region** type from the drop-down.	The correct Region type is selected.
Specify a **Region** from the secondary region drop-down.	The specified Region is selected.
Select the Election you will be working on.	The correct election is highlighted.
Click the **Geography** button.	The Geography screen opens. – **Figure 3.14**

Figure 3.14

Ballot Styles:
Ballot Styles can be used when you need to set up an Election with more than one Ballot Style.

Action	Result
Select the lines you wish to assign a **Ballot Style** from the geography grid.	The selected lines are highlighted.
Click in the **B Style** field (bottom left hand corner).	The cursor is blinking in the **B Style** field.
Enter a **Ballot Style** identifier (up to 5 alpha-numeric characters long).	The intended characters have been entered.
Click the Set button.	Your screen will look similar to **Figure 3.18**.
Click Save.	Geography changes are saved.

Figure 3.18

Combined Precincts:

Action	Result
Select the **Precincts** you wish to combine from the geography grid.	The correct Precincts are highlighted.
Click in the **Comb Prct** field (bottom left hand corner).	The cursor is blinking in the Comb Prct field.
Enter a **Comb Prct** identifier (up to 5 alpha-numeric characters long).	The intended characters have been entered.
Click the **Set** button.	Your screen will look similar to **Figure 3.19**.
Click **Save.**	The geography changes are saved.

Figure 3.19

Counting Boards:

Action	Result
Select the **Precincts** you wish to assign a **Counting Board** to from the geography grid.	The correct Precincts are highlighted.
Click in the **Counting Brd** field (bottom left hand corner).	The cursor is blinking in the Counting Brd field.
Enter a **Counting Board** identifier (up to 5 alpha-numeric characters long).	The intended identifier has been entered.
Click the **Set** button.	Your screen will look similar to **Figure 3.20**.
Click **Save**.	The geography changes are saved.

Figure 3.20

Assigning Polling Locations Manually:

Action	Result
Select the **Precinct(s)** from the geography grid you wish to assign **Polling Locations**.	The correct Precincts are highlighted.
Select a **Polling Location** from **Polling Locations** on the right hand side of your screen.	The correct Polling Location is highlighted.
Click the **Assign** button on the lower right of your screen.	The Precinct Polling Locations are now populated.
If you make a mistake, simply select the **Precinct** that you wish to change from the geography grid, and click **Unassign**.	The Precinct Polling Location is now blank.
Click **Save.**	The geography changes are saved.

Figure 3.21

Assigning Polling Locations Automatically:

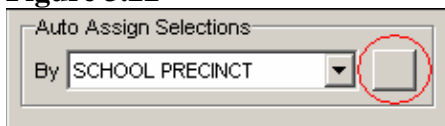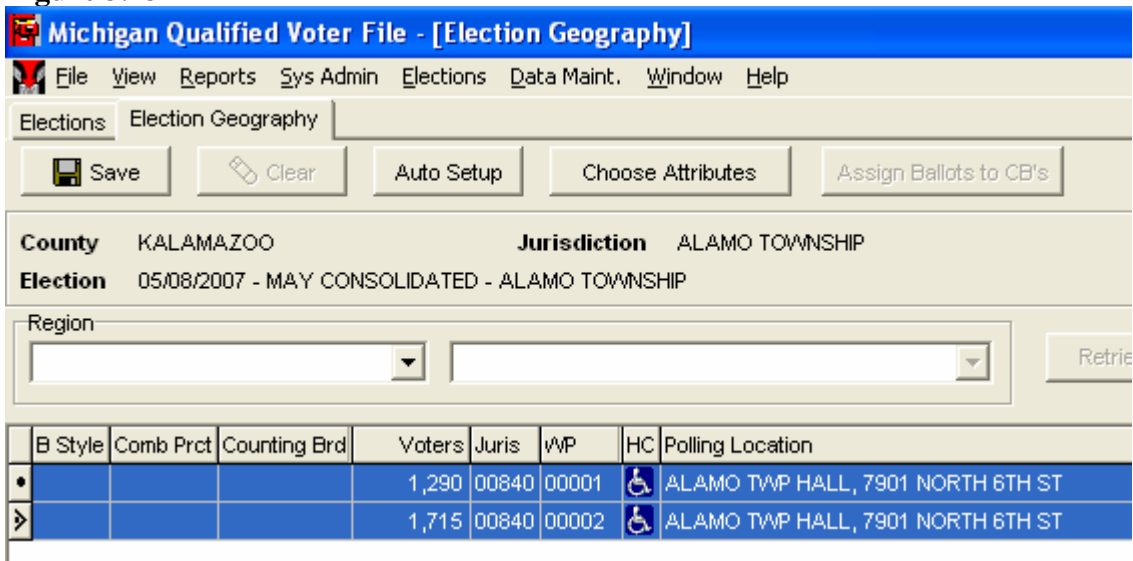| Action	Result
Select the **Precinct(s)** from the geography grid.	The Precincts selected are highlighted.
Select a **Polling Location** type from the **Auto Assign Selections** dropdown (lower right).	The correct Polling Location type is selected.
Click the **Button** to Apply the Selection (indicated in **Fig 3.22** below).	The selected Precincts are assigned Polling Locations. **– Figure 3.23**
Click **Save.**	The geography changes are saved.

Figure 3.22

Figure 3.23

Using the Assign Ballots to Counting Boards Function:

This function is used to assign outstanding ballots to a counting board, which can occur if ballots are assigned before a counting board is established.

Action	Result
Click **Save** (if highlighted).	Saves current geography settings.
Click the **Assign Ballots to CBs** button at the top middle of your screen.	Assigns AV ballots already sent to your Counting Board.
Click Yes.	Confirms your choice.

Figure 3.24

Note - You can select multiple rows from the grid by holding the **CTRL** key while selecting the desired rows. This is helpful when assigning the same **Ballot Style**, **Counting Board**, **Combined Precinct** or **Polling Location** to multiple rows in the grid.